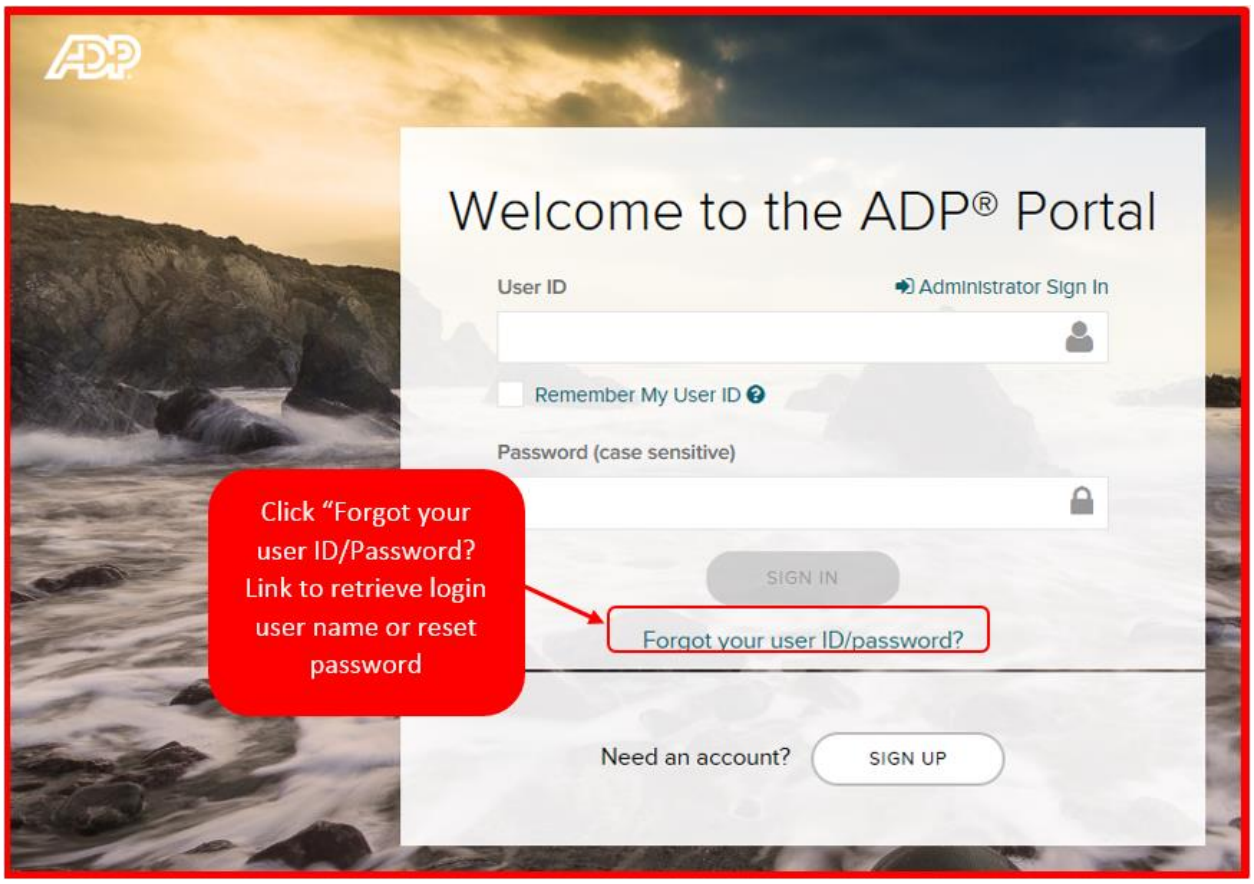
ADP Forgot User ID/Password reset

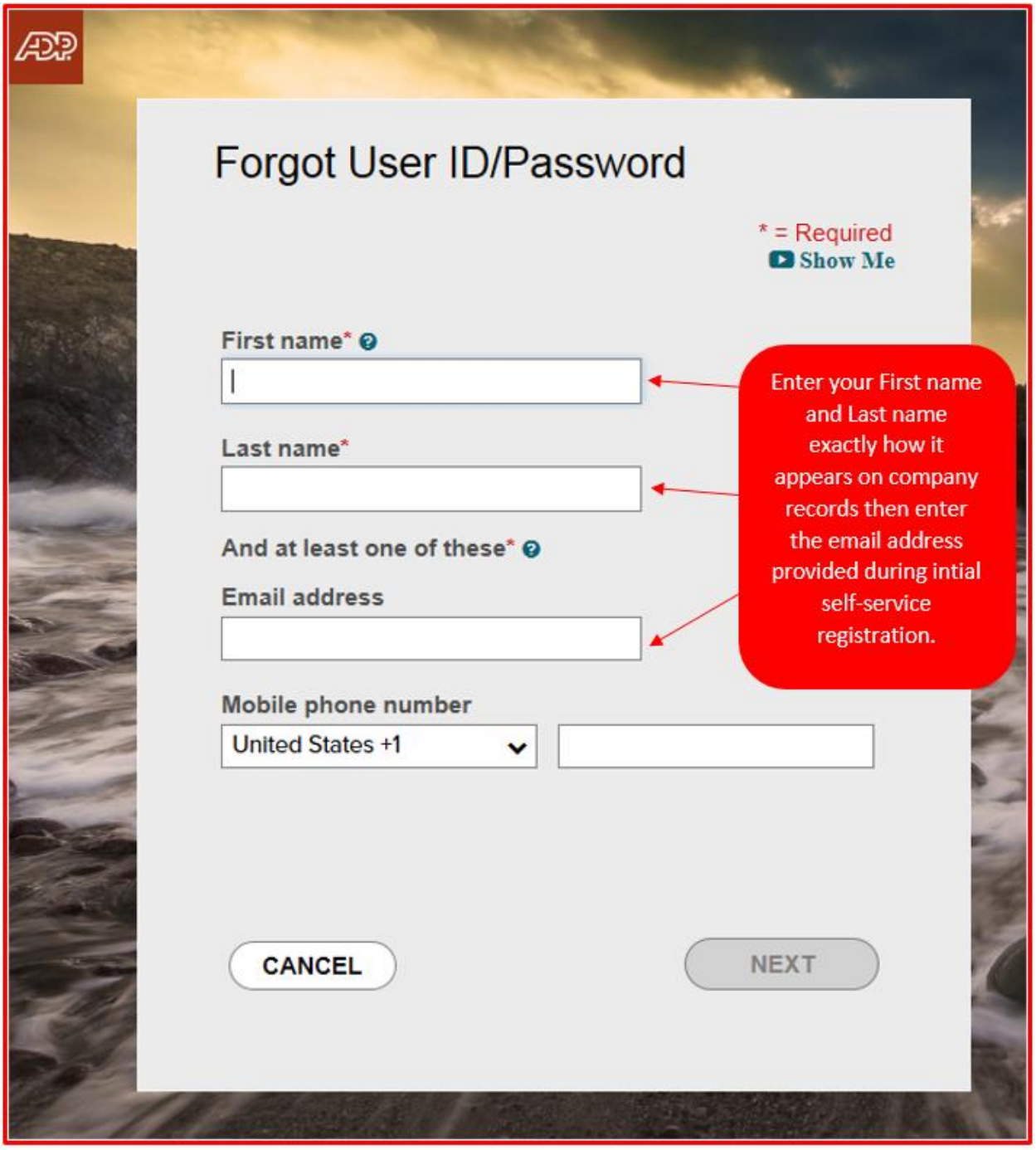
If you have forgotten your username, before you go thru the steps below, a reminder that it is usually: your 1st initial last name @gci2

If we have had more than 1 employee with the same 1st initial and your last name, then you will also have a digit prior to the @ sign. Examples: bjones@gci2 or bjones2@gci2

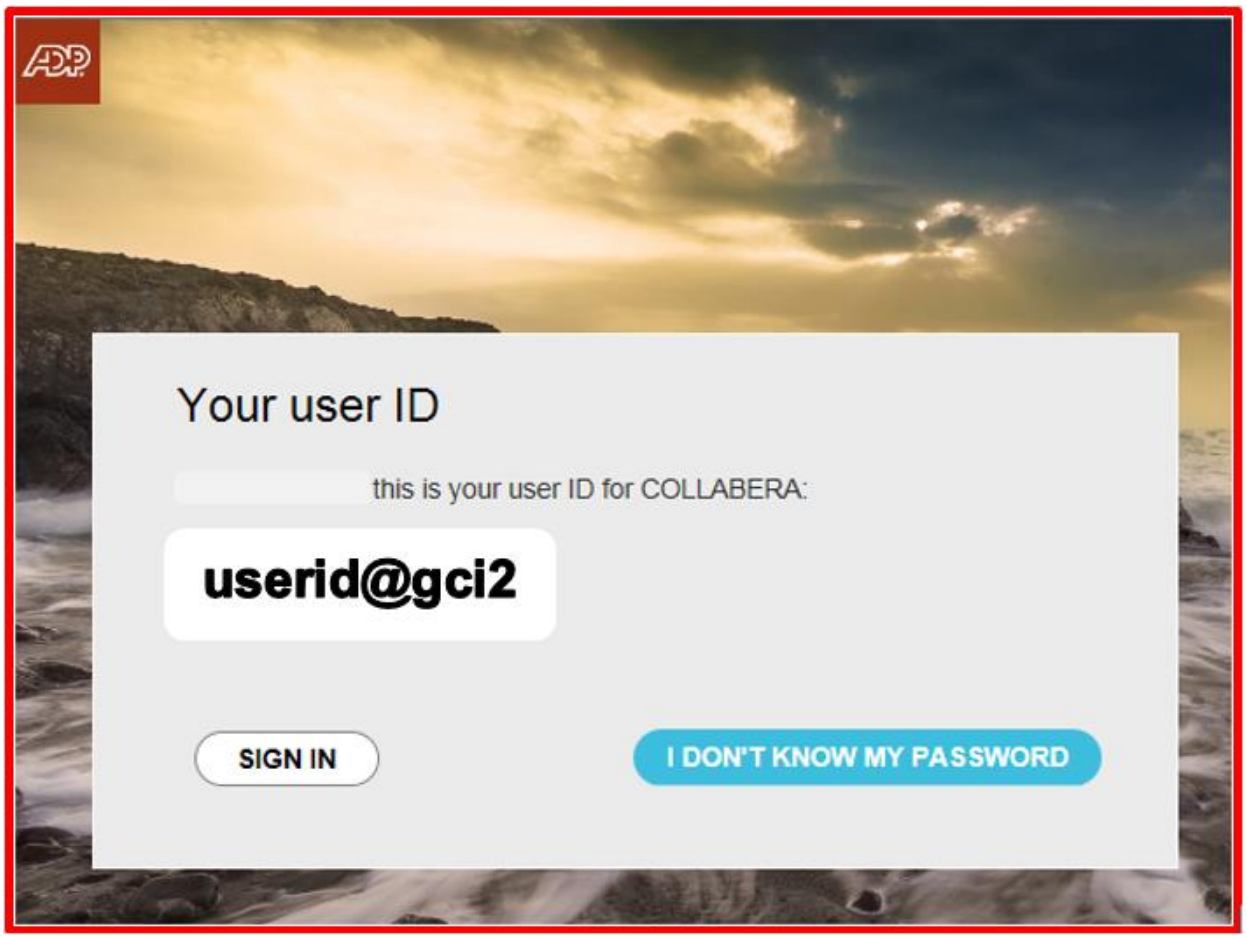
If you still can't get in, follow the steps below



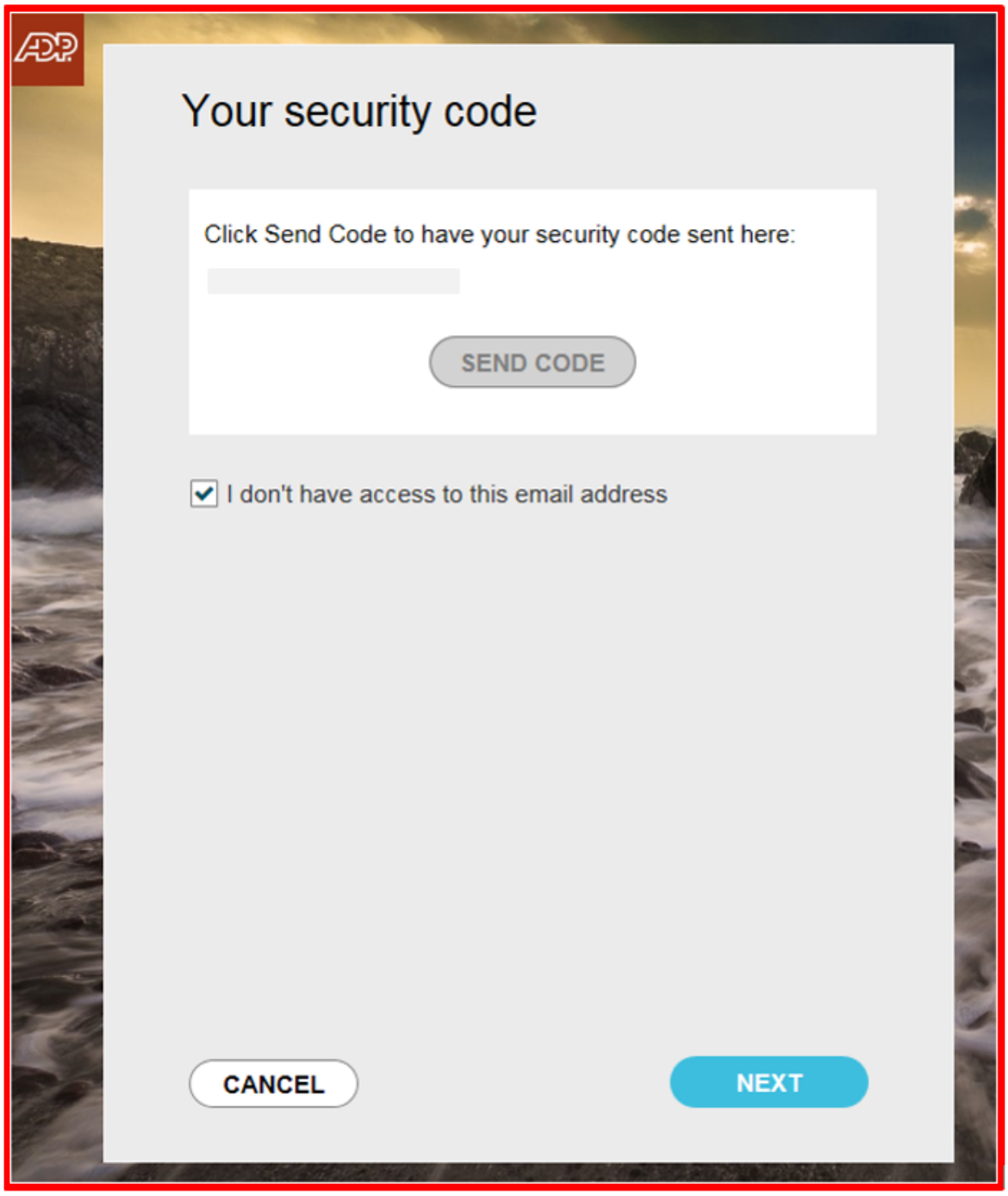
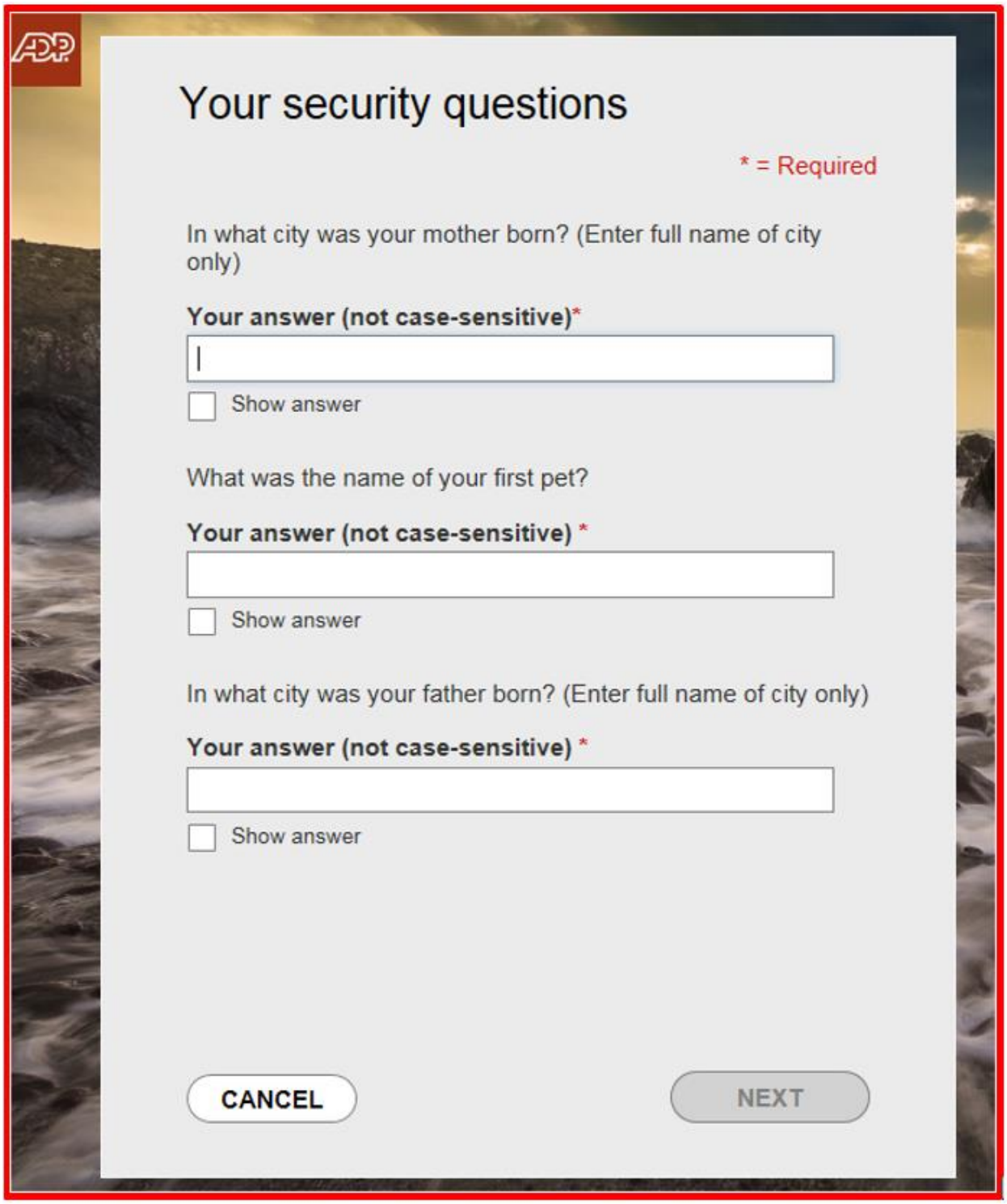
1. Complete the following steps as seen in screenshot:
    a. Enter your first name and last name exactly as they exist in your company records.
    b. Select and enter the email address associated with your account.
    c. Then click "NEXT" button at the bottom of screen



2. Once you have enter the correct spelling of first name, last name and email address associated with your account, ADP will provide ADP login id (see screenshot below). If you need to reset password then click "I don't know my password" button.



3. Select option box " I don't have access to any of these emails or phones" then click next button at the bottom of screen.



4. If you select box " I don't have access to any of these emails or phones" to answer security questions to reset/create a new password.